



**PUBLIC PROTECTION CABINET
DEPARTMENT OF HOUSING, BUILDINGS AND CONSTRUCTION
REQUEST TO INSPECT PUBLIC RECORDS
PURSUANT TO KRS CHAPTER 61**

*Please return this form to: Department of Housing, Buildings and Construction, Attn: Records Custodian,
101 Sea Hero Road, Suite 100, Frankfort, Kentucky 40601-5412 or fax to 502-573-1057*

Current Date: _____

I hereby request to inspect or receive copies of the following documents: *(please be specific)*

PROJECT NAME & ADDRESS: _____

Are the requested documents sought for a commercial purpose? Yes ___ No ___

Submitted by:

If yes, please state the commercial purpose:

Please print name clearly

Signature of person requesting records

Company Name: _____

Address: _____

Telephone: () _____

Email: _____

TO BE COMPLETED BY DEPARTMENT PERSONNEL

DISPOSITION

The following disposition of the above request is recommended:

- Copies of records cannot be made available until approximately _____.
- The records are available for inspection and copying 8 a.m. to 4:30 p.m. Monday-Friday.
- The attached records are what we have, as requested.

Total number of written documents: _____ @ _____

Total number of copies of non-written records: _____ @ _____

Total cost: _____ Cash Check Money Order

APPROVED FOR MAILING:

Records Custodian Date

Program Manager Date

Section/Division